

CLASSIFICATION: COMMUNICATIONS TECHNICIAN II

Class Code: 2100-23

Date Established: 02-02-2007

Occupational Code: 9-5-4

Date of Last Revision: 05-06-13

BASIC PURPOSE: To install, test and repair microwave telecommunications equipment, including site design requirements, installation, path alignment, and implementation of remote network facilities utilizing voice radio, telephone, Internet Protocol communications, facsimile and related Broadband equipment and apparatus.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Installs, aligns and tests microwave and associated multiplexing equipment, and maintains equipment control log, failure reports, and data systems.
- Exercises supervision over outside contractors during system or subsystem electronic equipment installations.
- Performs system level troubleshooting to determine point of failure of microwave circuits, including telephone company and agency.
- Implements corrective procedures and redesigns or modifies new and existing equipment.
- Repairs component level, analog and digital microwave assemblies, subassemblies or cards.
- Analyzes and corrects antenna and other system problems and makes necessary adjustments.
- Reviews equipment repair logs and maintenance records and provides written documentation of equipment status to superiors.
- Drives OHRV or four wheel drive vehicle or travels on foot to remote mountain top sites to install equipment or make repairs.
- Climbs communications tower structures up to 500 feet to install, repair, and maintain antenna and warning light systems.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy, and procedures or in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job assignments in an adverse working environment involving a variety of unpredictable elements or hazards, including exposure to injuries or hazardous materials which result in partial disability.

Physical Demands: Requires heavy work, including continuous physical exertion in a taxing work position such as lifting and dragging heavy objects or digging.

Communication: Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Associate's degree from a recognized college or university with a major study in electrical engineering, electronics, electronic service technology or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Five years' experience in microwave communications systems with the military or other large commercial user. Each additional year of approved work experience may be substituted for one year of required formal education.

SPECIAL REQUIREMENTS:

1. Must be willing to respond to emergency call-out if available, 24 hours a day, seven days a week.
2. Must maintain current climbing safety certifications and be deemed physically fit to climb and perform installation, repairs and maintenance of the antenna and warning light systems that exist on communications structures ranging in height up to 500 feet.
3. Must be willing to provide a certificate of good health, acceptable to Director of State Police, from a NH licensed medical physician upon request.
4. Failure to maintain the necessary climbing safety certificates, failure to be in good health as documented by a licensed physician, failure to perform a minimum number of hours of actual tower work over a given time period, as set forth and agreed upon by the Director of the State Police, or refusing to work assignments of this kind may result in the employee being reclassified as a Communications Technician I until such time as noted deficiencies have been resolved.
5. Selected candidates must successfully pass a criminal background check and motor vehicle record check in order to ensure suitability for exposure to confidential information.

License/Certification: Possession of a valid driver's license is required. Possession of a FCC general class license and membership in organizations such as the Association of Public Safety Communications Officials, Intl (APCO) are desirable.

RECOMMENDED WORK TRAITS: Knowledge of microwave system theoretical design goals generally accepted in the industry. Knowledge in concepts, characteristics, capabilities and theoretical design of microwave radio equipment as well as sophisticated electronic test equipment. Knowledge of Federal Communications Commission rules and regulations pertaining to microwave radio transmissions. Knowledge of two-way voice radio, telephone and data communications. Must be able to skillfully replace and build equipment racks, antenna mounts and cabling devices. Ability to analyze and interpret schematic diagrams, electronic specifications and equipment manuals. Ability to communicate effectively and concisely. Ability to establish and maintain effective working relationships with associates, other state employees, contractors, suppliers, and the public. Must be willing to maintain personal appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.